



## Kentucky Adult Education Program Director Handbook

*Dear Program Directors and Leaders,*

*As adult educators, our vocation is to help adults achieve their dreams. We do this by helping them identify and reach goals for improving their literacy skills, transitioning to college, gaining employment or a better job, building stronger relationships with their children, and discovering feelings of accomplishment and self-confidence. Your task is to provide the leadership and knowledge needed to design and manage a program that offers these opportunities and an environment which encourages your students to realize their dreams.*

*As a program director and leader you are charged with the responsibility of selecting qualified instructors, overseeing their teaching methods and curriculum, guiding their professional development and ensuring that their instruction provides the adult student with the skills to be successful - whatever their goal. You are also the chief administrator of your grant and are responsible for ensuring good fiscal management and accurate data reporting. There are many resources for you to utilize in order to establish a program that is strong and successful. This Handbook is one of these resources.*

*The Kentucky Adult Education Program Director Handbook is a tool to assist you in leading and administering your program. It has been developed with the assistance of local and state staff to be as useful as possible. The Handbook is by no means intended to have all the answers to your questions as a program director but it is certainly a good place to start. Like all truly effective policies and procedures, this Handbook will change over time as we all discover new and better ways to lead our instructors, staff and students to quality performance and achievement.*

*I thank you for choosing to be an adult education program director. You have accepted a very important responsibility. Your efforts and talents provide our adult students with the abilities needed to enrich their lives and the lives of all Kentuckians.*

*Sincerely,*

*Sarah Hindman Hawker  
Vice President, Kentucky Adult Education  
Kentucky Council on Postsecondary Education*